Complaint Reported

Complaint of possible misconduct involving an SPD Employee is received from public or internal referral.

Confirmation of receipt sent to Complainant.



Intake

Intake and preliminary investigation is conducted.



Review and Classification

OPA Director and Auditor ensure all allegations are noted and assess whether administrative investigation, referral to supervisor, mediation or criminal investigation is most appropriate.

OPA Director then issues final classification.

Notice of Classification is sent to Complainant.





Within 30 days of receipt of complaint, notice of classification is sent to the Employee, Supervisor & Bargaining Unit.

Within 5 days,

Supervisor and Bargaining Unit.

notification is sent to

the Named Employee,

Administrative Investigation

For complaints where it appears there may be misconduct.





Supervisor Action

OPA Director determines that a case can be most effectively handled by a Supervisor.

<u>Investigation is Completed</u>

OPA Director and Auditor certify the investigation as complete.

OPA Director makes a recommended finding on each allegation and issues a Director's Certification Memorandum (DCM).



Complainant is notified when investigation has been certified and recommended findings have been made.



OPA sends the DCM with recommended findings to the Chain of Command (COC) and the Chief of Police. The COC has ten days to submit comments to the OPA Director for consideration.



Discipline Meeting

If the Director recommends any sustained findings, a Discipline Meeting is held. The OPA investigation is summarized by OPA staff; recommended findings and potential discipline are discussed by the Employee's Chain of Command and SPD's Legal Advisor. They then provide concurring and/or dissenting finding recommendations, along with suggested discipline, to the Chief in addition to the Director's recommendation.

OPA sends a Memorandum to the Supervisor, which includes specific actions that must be taken.



Within 30 days, the Supervisor takes recommended action and sends a report to the OPA.



Complainant is notified of outcome and resolution.



OPA Director makes recommendations for appropriate discipline.



Final Decision

Chief of Police makes the final decision on findings and determines the discipline to be imposed for any Sustained Allegation.



Case Closure

OPA Director closes the case and issues a Case Completion Memorandum (CCM), which lists the original allegations, recommended findings, the ultimate findings made by the Chief and any discipline administered. The Administrative Investigation is thus closed.

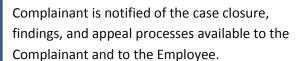


Loudermill Hearing

If the discipline includes suspension, demotion, or termination, the Employee may meet with the Chief of Police to provide additional information to be considered.

The Employee typically brings a union representative, an attorney or another SPD Employee. Additional attendees are generally: Chief of Police, Assistant Chief, the Employee's Chain of Command, the OPA Director and the Chief's Legal Advisor.

The Chief of Police makes the final decision for findings and disciplinary action and the Employee is formally notified.





<u>Appeal</u>

The Complainant may appeal to the OPA Director.

The Employee may appeal any disciplinary decision involving suspension, demotion or termination to the Public Safety Civil Service Commission (PSCSC) or the Discipline Review Board.

<u>Grievance</u>

The Employee's Bargaining Unit may assert a claim of unfair practice or violation of the Labor Agreement as a result of the discipline and may challenge disciplinary decisions that are not suspensions, demotions, terminations or disciplinary transfers.



If the Employee appeals or if a grievance is filed, the Complainant is notified of the appeal or filing, and subsequently of the outcome of the appeal or grievance.